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RECORDS MANAGEMENT

SCOPE OF THE PROBLEM

RECORDS CREATION:

1. Total number of forms Agency-wide today 2,729.
2. Total documents received from other Agencies annually 18 mill.
3. Cables transmitted Agency-wide last year 900,000. 27 mill
4. Dispatches produced last year 110 000. 4,900,000 copies

FILES MAINTENANCE:

1. Volume of Records on hand Agency-wide 251,000 cubic feet.
2. Cost of a four-drawer safe $ 585. 12 000 [illegible]
3. Average cost for a square foot of Office space per year $ 3.85.
4. Floor space required for a filing cabinet 8 sq ft; for a man 80 sq ft 10 safes.

RECORDS DISPOSITION:

1. Number of Reels of Microfilm in the Records Center 93,000. topics 1,500 in Ctr 22 mgt in Offices
2. Volume of Records in Agency Archives and Records Center 105,000 cu. ft.
3. Volume of authorized Records Disposal last year 56 000 cu. ft.

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